

INSTRUCTIONS TO USE SPB REQUISITION FORM:

The PDF Requisition Form is a fillable form that can either be printed and delivered to the SPB Office or be submitted via email. When filling out the form, follow the directions as indicated on the first page. Once the form is filled out, **a signature must be included before the SPB will accept the form.** In order to sign the document electronically, click on the “authorized by” box and follow the instructions. For new Adobe signatories, follow these instructions:

Initial pop-up box:

“A new digital ID I want to create now” NEXT

“New PKCS#12 digital ID file” NEXT

Enter Name/email/etc. NEXT

Enter password FINISH

A new pop-up will appear asking you to select your signature and input your password. You can adjust the appearance of your signature by clicking the drop-down Appearance box option, “Create New Appearance.” When you are satisfied, click “SIGN” to add your signature.

Once the signature is complete, you can submit the document by selecting the “Submit by Email” button located at the top of the document. This button will automatically open an Outlook email to the SPB with the form attached. Or if preferred, the form can be delivered or faxed to the SPB Office.